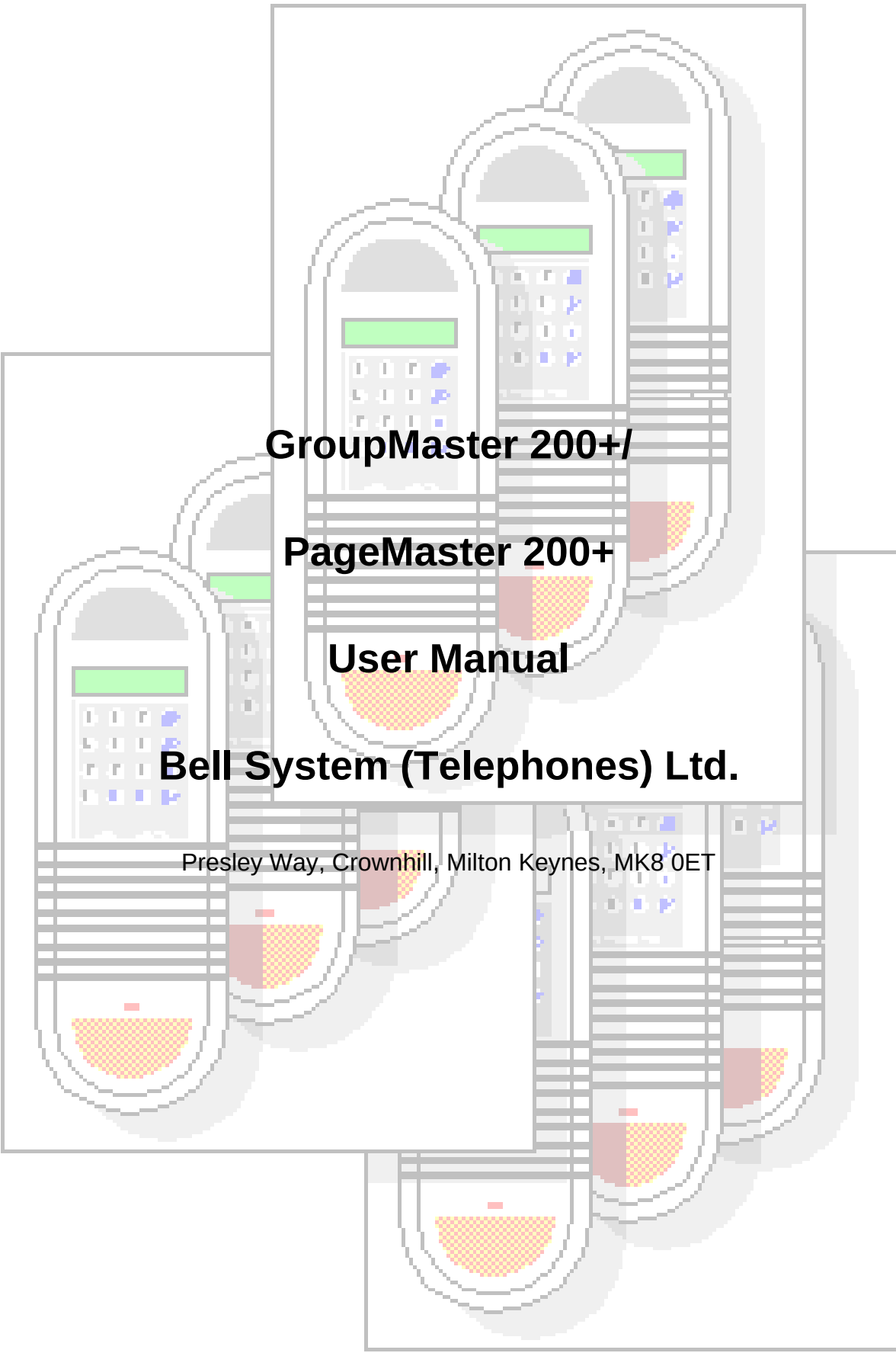




**GroupMaster 200+/
PageMaster 200+
User Manual**

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Contents

General Description	1
GroupMaster 200+ Software Basic Features	2
GroupMaster 200+ System Overview	3
Other GroupMaster 200+ Software Modules	4
Printer File logging module	4
Radio Pager Module	4
Requirements	5
Computer	5
System Design Consideration	6
When to use GroupMaster 200+ Software	6
Flat numbering Schemes	7
Choosing a serial card	7
System Integrity	8
Installation - Diagram 1	10
Installation - Diagram 2	11
Connection of RS232/RS422 Cables	12
RS232 - PC to C200+ (9 Pin D-Type Connectors)	12
RS232 - PC to C200+ (9 and 25 Pin D-Type Connector)	12
RS422 Connections (C200+ Only)	13
RS232 - PC to Multitone Radio Pager System	13
RS232 - PC to Ascom Radio Pager System	13

Installation	14
Installing the Master 200+ Systems	14
Communication Card	14
C200+ Setup	14
Testing the C200+ Serial Links	14
Key C200+	15
Fitting The Key C200+	15
Installing GroupMaster 200+ Software	16
Setting Up The Software	17
GroupMaster 200+ Software Language and Mode	17
Software Upgrade	18
Software Registration	18
Wellcome	19
Adding A New Group	19
Adding A New System	21
Getting Help	22
Password Setup	22
Password	23
Installing Upgrade Modules	24
AllCall Amplifier Setup	25
The Radio Pager System	27
'Radio Pager Setup' Tab	28
'System Zones' Tab	29
'Alarm Filters' Tab	31
'Pagers/Teams' Tab	33
'Beep Codes' Tab	34
'Alarm Templates' Tab	35
Basic Operation	36

Overview of Demo Systems	36
The Multi-Group Window	38
Moving to the Single Group Windows	39
The Single Group Window	39
Moving Systems Between Groups	41
Saving System Grouping	42
Changing Radio Pager Assignments	43
Booking Radio Pagers In and Out	45
Radio Pager Restart Options	46
Printer/File Logging	47
Real Time Printing	49
Filter Toolbox	50
Page Layout Toolbox	51
Archiving Data	53
Icons And Their Meaning	54

General Description

The GroupMaster 200+ software packages is a Windows®95 application designed to support the Master 200+ Nurse Call System. They provide an enhanced operator interface to one or more Master 200+ systems via a Personal Computer using the serial communication ports.

Manual Conventions

When PageMaster 200+ mode differs from GroupMaster 200+ mode a note will be shown.

<i>PageMaster 200+</i>

GroupMaster 200+ Software Basic Features

System Grouping

Up to eight Master 200+ systems, each of 250 room units, may be combined into one or more larger system and re-grouped or ungrouped on command. Each group has all of the facilities of a stand-alone Master 200+ system including full speech. Re-grouping is performed by a simple drag and drop operation.

In PageMaster 200+ mode only one Master 200+ system can be used and no re-grouping is allowed.

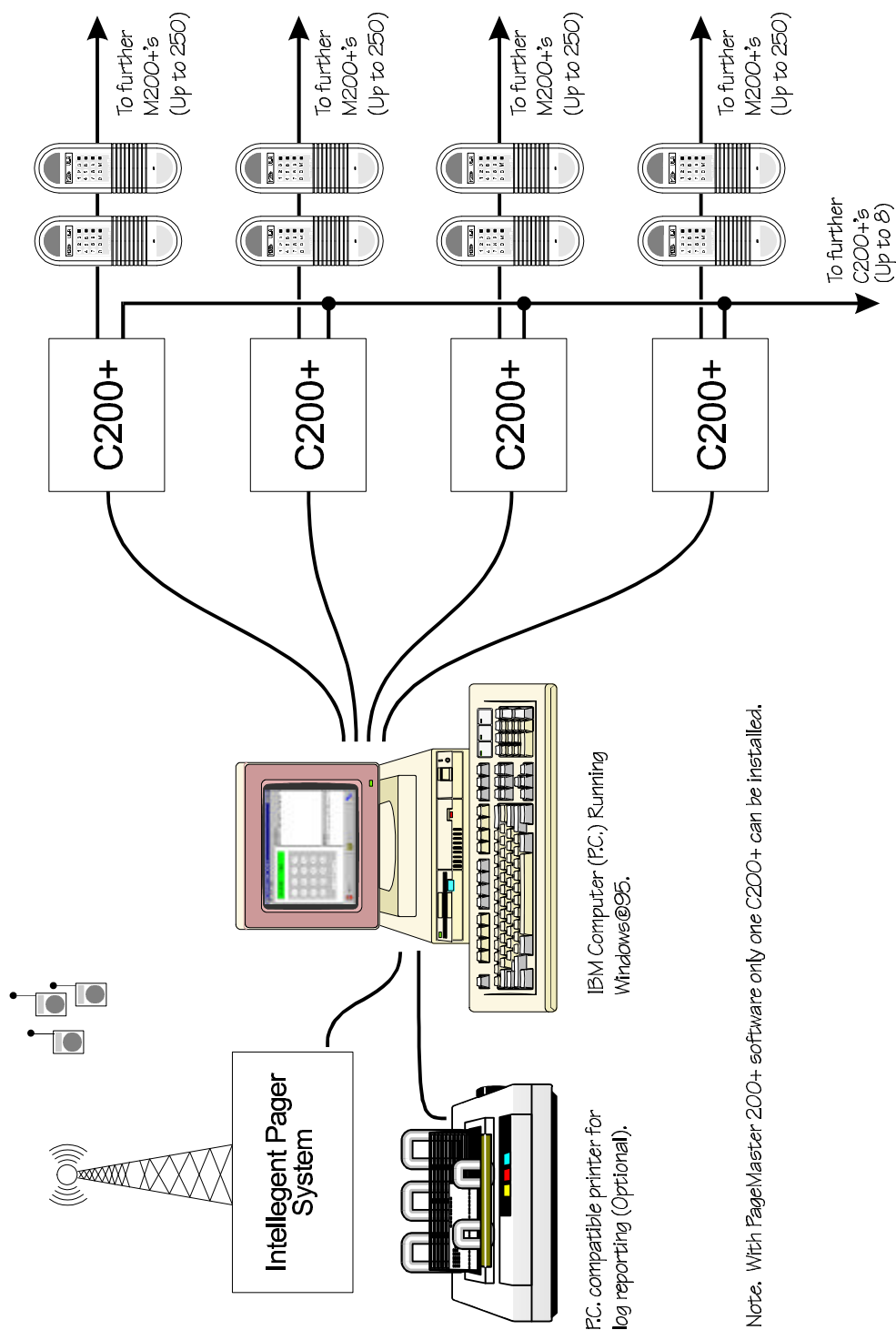
Multi-group Overview

The Multi-group screen provides a display of the arrangement of systems within groups and all Alarm calls and Nurse presences on the entire multi-controller Master 200+system.

Single Group Display

The single group screen gives a detailed display of Alarm Calls and Monitor stations within the selected group only, with additional details such as time of occurrence.

GroupMaster 200+ System Overview



Note. With PageMaster 200+ software only one C200+ can be installed.

Other GroupMaster 200+ Software Modules

Printer File logging module

All alarm events, speech connections, and monitor station activities are recorded in a file together with a time log. The user may selectively view or print this log, according to data range, flat number range, group or system criteria. A real-time printing mode is also available to allow each of the events to be recorded as they occur.

The print/file logging module is available as standard in PageMaster 200+ mode.

Radio Pager Module

An intelligent radio pager system may be connected to the GroupMaster 200+ PC via an additional serial communication port. Several Pager systems are supported including Ascom and Multitone (please enquire on availability of support for your preferred pager system).

The GroupMaster 200+ Pager module has an extremely versatile alarm filtering system. Each pager may be programmed to operate on any permutation of groups, systems, zones (selected M200+ units) and alarm types. This gives total flexibility in the assignment of staff.

The pager will display details of the alarm (type and flat number) and sound a variable bleep according to alarm type, (exact operation depends on the model of the pager chosen).

The radio pager module is available as standard in PageMaster 200+ mode.

Requirements

Computer

Personal Computer (IBM compatible)

Windows®95/98

	Minimum	Recommended
Processor	486DX2-50MHz	Pentium P100
Hard Disk Space	10Mb	10Mb
Memory	8Mb	16Mb
Display	VGA	SVGA

Serial Card

- One serial communication port required per C200+ controller
- RS232 Serial Ports; up to 15m or RS422 Serial Ports; up to 1200m cable
- Drivers required for Windows®95 operating system
- 16-byte buffer (16550) UART
- Interrupt sharing for cards of 4 or more ports

Master 200+ System requirements

One C200+ Controller (Issue 2.0 or later) per system, up to a maximum of 8.

In PageMaster 200+ mode only one C200+ Controller can be used.

System Design Consideration

When to use GroupMaster 200+ Software

Larger Systems

If the total number of flats exceeds 250; Up to eight C200+ controllers, each with up to 250 flats may be combined into one large system of up to 2000 flats

Night-mode switching

If there is a requirement to have several small system, each with dedicated nursing staff during the day, but one larger system overseen by fewer nurses at night. The GroupMaster 200+ software allows up to 8 system to be combined into one or more groups upon command, enabling a wide variety of work/shift systems to be accommodated.

Enhanced Display of Information

Whether you have a single system or as many as eight, the PC, running the GroupMaster 200+ software, provides a means of over-viewing the whole operation from a PC. All alarm calls can be viewed, Nurse presences monitored, and response times to calls observed.

Printer/File Logging

If there is a requirement for the logging of system activity. The GroupMaster 200+ software can log system activity both directly to a printer or to a computer file for later retrieval and printing.

Radio Pagers

If radio pagers are required to inform staff of alarm calls. The GroupMaster 200+ software has a versatile radio pagers system that is separate from the system grouping allowing for almost any pager scheme imaginable.

When to use PageMaster 200+ Mode

The PageMaster 200+ is supplied with the printer/file logging and radio pager software modules supplied, hence, if no system grouping is required (PageMaster 200+ is limited to one C200+ controller) a significant saving can be made.

Differences between GroupMaster 200+ and PageMaster 200+

The GroupMaster 200+ and PageMaster 200+ modes are very similar in most respects. The differences are listed below:

	GroupMaster 200+	PageMaster 200+
Maximum Groups	8	1
Maximum Systems	8	1
Radio Pager Module	Upgrade module	Included as standard
Printer/File Logging	Upgrade module	Included as standard

Flat numbering Schemes

Each C200+ controller can be programmed with 4 character alphanumeric flat numbers (see Master 200+ Installation manual). On a GroupMaster 200+ (multi-controller) system it is important that a flat numbering system is chosen for the whole scheme, which is easily understood, and avoids duplication. In some cases this is inherent in the original design of the scheme. A problem arises when each system, which may represent a wing or blocks, has overlapping flat numbers (eg East Wing 1 - 40 and West Wing 1 - 40). One solution would be to append a system number or letter to the flat number (eg 101 - 140 & 201 - 240 or E1 - E40 & W1 - W40)

Choosing a serial card

Each C200+ system requires a serial communication port on the PC. These ports may

be RS232 or RS422 compatible, however, the cable restrictions of RS232 (15M) should be noted.

Any Serial card which uses the 16550 UART and is supplied with Windows® drivers should in theory be suitable, but compatibility cannot be guaranteed.

For systems of four C200+s and above, four or eight port cards which use interrupt sharing are advised, to avoid exceeding your PC's interrupt capability.

The following Cards have been tested with the GroupMaster 200+ software and are therefore recommended:

- **Avantech PCL - 746+** (4 off RS232/RS422 Ports)

System Integrity

A Master 200+ system may be regarded as a safety critical system, in that peoples lives may depend upon an alarm call being correctly and promptly received by Nursing staff; Windows®95 is not a protected operating systems, which means that if one application (such as a wordprocessor) hangs (stops running) it may bring down all other applications.

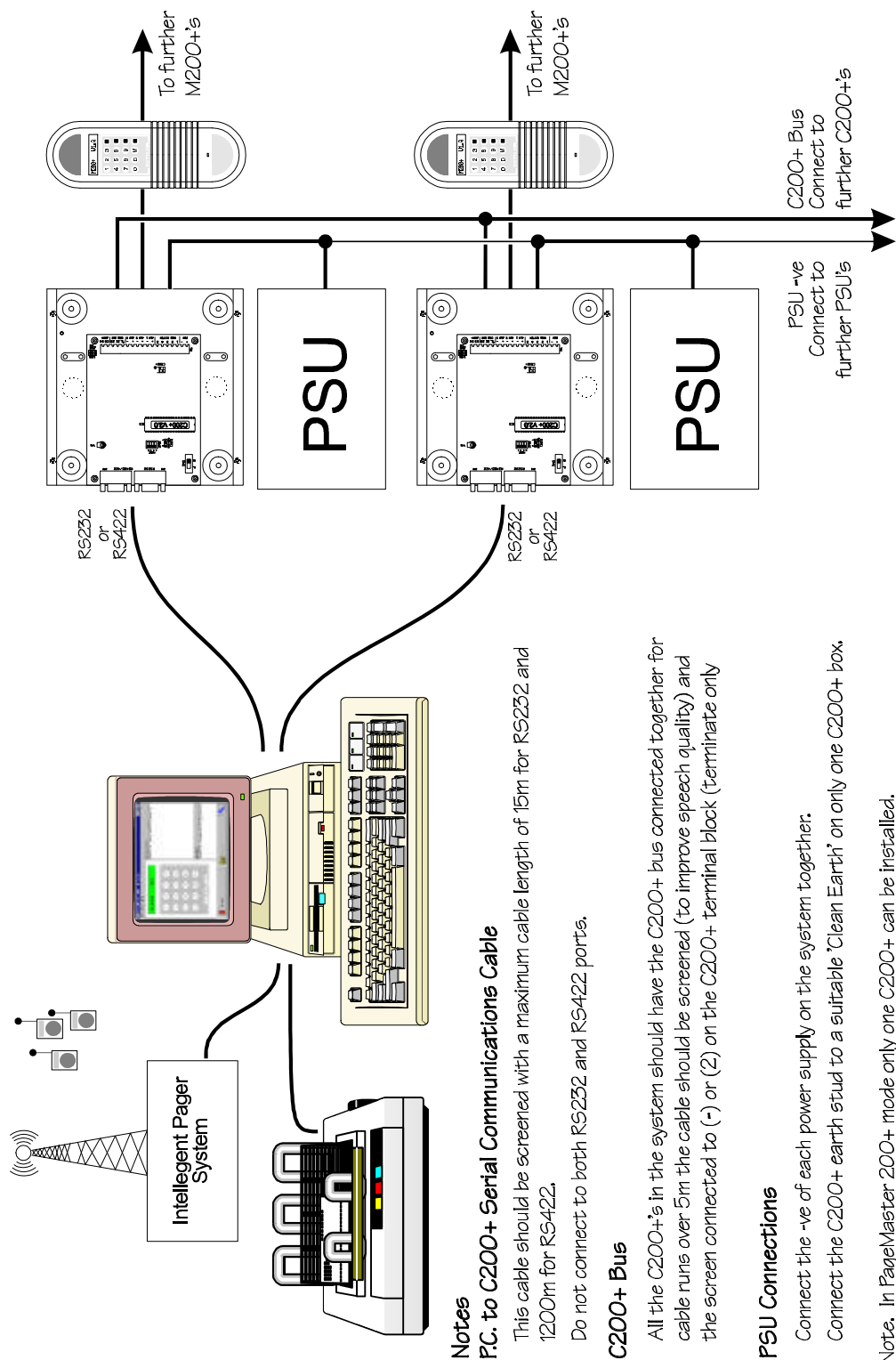
The GroupMaster 200+ software has been carefully designed to allow for Windows crashes, but the consequences for the operation of the Master 200+ system must be understood by the user.

In the worst case, if the Windows® operating system totally hangs, the individual C200+ controllers will automatically ungroup and continue to operate as individual systems, without the loss of any alarm calls.

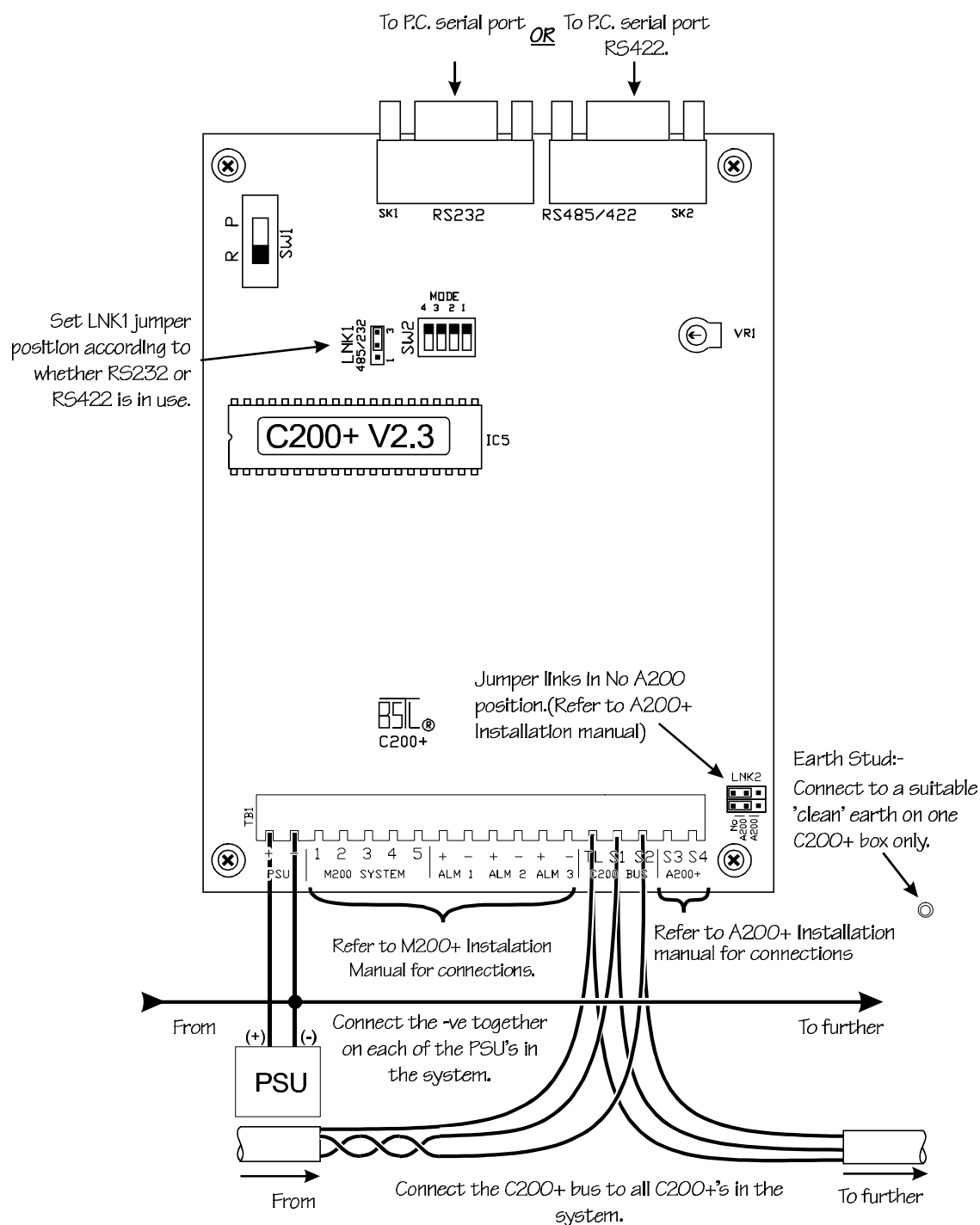
It is important therefore that the alarm reporting system takes this possibility into account. Our recommendation is that for each C200+ controller an alarm output is connected to either a bank of lamps or audible sounder placed in **all** staff locations, that is, in addition to any primary system such as radio pagers which are to be used on the site.

Any member of staff who is authorised to operate the GroupMaster 200+ PC should be fully appraised of this situation, and of the importance of restarting the PC as soon as possible. It is also important to ensure that the system grouping is correctly re-established after a re-start (see 'Save System Grouping' page 42).

Installation - Diagram 1



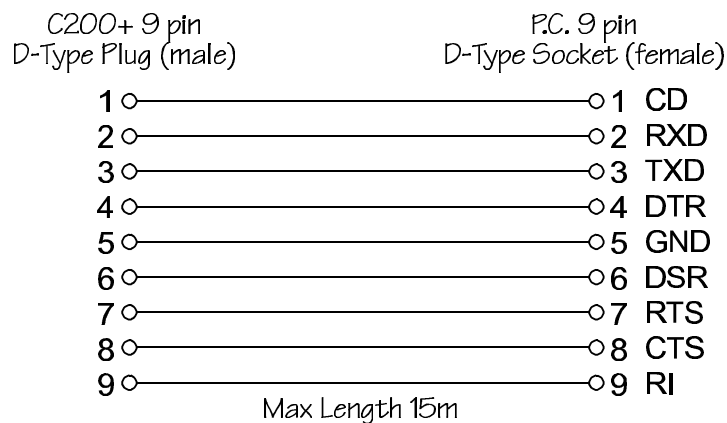
Installation - Diagram 2



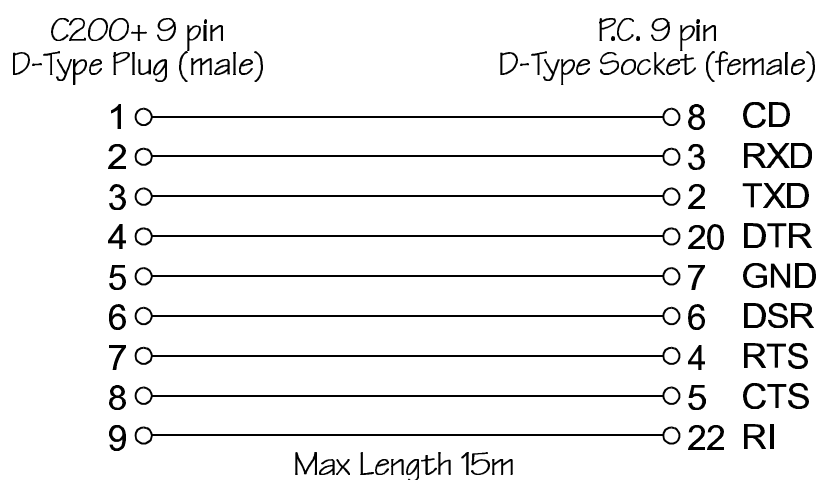
Note. For improved speech quality it is strongly advised that connections to S1 and S2 are a twisted pair.

Connection of RS232/RS422 Cables

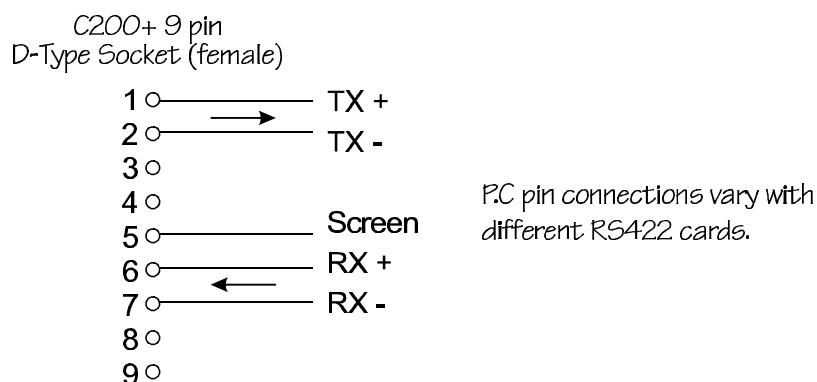
RS232 - PC to C200+ (9 Pin D-Type Connectors)



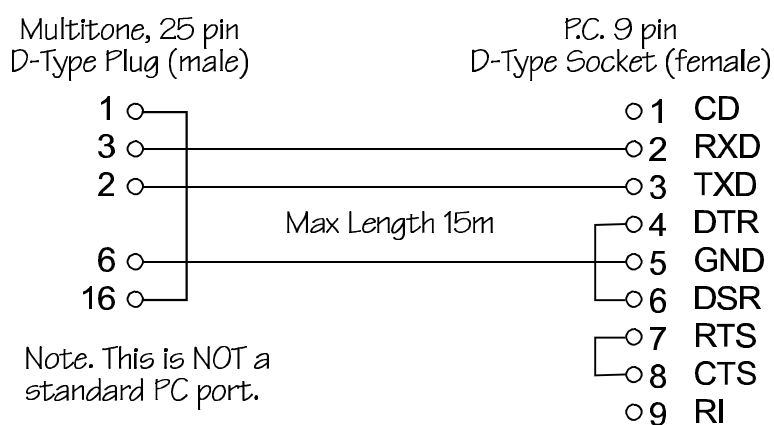
RS232 - PC to C200+ (9 and 25 Pin D-Type Connector)



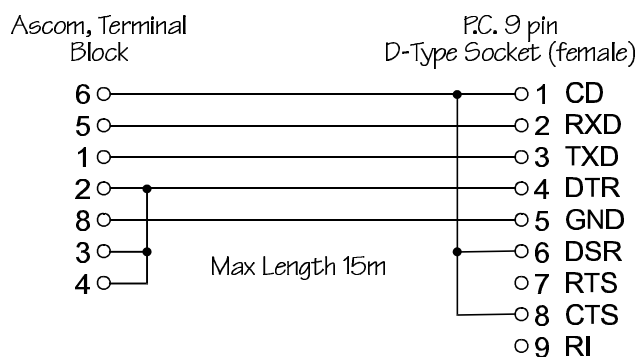
RS422 Connections (C200+ Only)



RS232 - PC to Multitone Radio Pager System



RS232 - PC to Ascom Radio Pager System



Installation

Installing the Master 200+ Systems

Before installing and the GroupMaster 200+ software install and fully commission all of the Master 200+ systems.

Communication Card

Install the communication cards and drivers in the PC, in accordance with the manufacturers instructions.

C200+ Setup

To setup the C200+ controllers refer to the Master 200+ Installation Manual.

We strongly recommend that the following guidelines are followed: to avoid operator confusion.

Uniform setup across systems

The following settings should be the same on each system; Master access code, Alarm cancellation, Alarm Regeneration, Alarm tones, Alarm Priority, Alarm outputs

Use an overall flat numbering scheme

Ensure that no two flats have the same number (possibly use letters for differentiation)

Delete all unused flat numbers

This minimizes system resources use by the GroupMaster 200+ software.

Testing the C200+ Serial Links

If the C200+ setup is performed from the PC that GroupMaster 200+ software will be installed on, this will test the serial link(s).

Key C200+

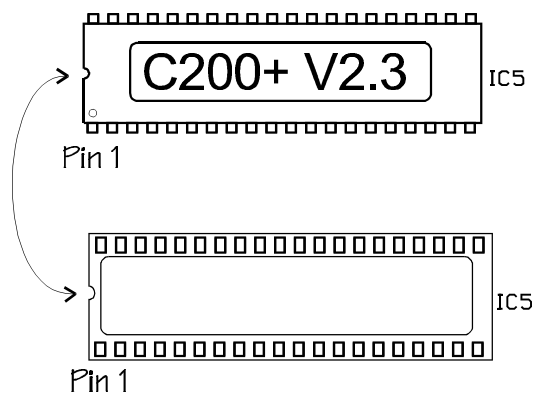
The GroupMaster 200+ software is supplied with a Key micro processor which must be installed in any one of the C200+ controllers. This must be performed by a qualified engineer and electrostatic precautions must be followed.

The Key C200+ is required to gain access to all the GroupMaster 200+ functions. Make a note of the serial port to which the Key C200+ is attached and ensure it is connected to the PC and that the Master 200+ system is switched on and running.

Fitting The Key C200+

This can be done by :-

1. Switch off the system (check there is no power on the C200+ terminals 1 and 2)
2. Touch the earth stud of the C200+ box, to discharge any static electricity
3. Remove the current IC (IC5) using a small screw driver.
4. Carefully remove the new Key C200+ from its antistatic box and insert it into the vacant socket making sure that the polarity (shown below) is correct



5. Switch on the power and check the system is operating properly.

Note C200+ settings are stored on EEPROM and are not changed when installing a Key C200+

Installing GroupMaster 200+ Software

The latest version of GroupMaster 200+ Software can be downloaded from the world wide web (www.bellsystem.co.uk)

Removing the Previous Version of GM200+ Software

Before installing a new version of software, it is generally a good idea to remove the old version (with GroupMaster 200+ your settings will remain in tact), this is done by:

1. Click the Start button in Windows®95.
2. Point to **Settings**, and then click **Control Panel**.
3. Double-click Add/Remove Programs highlight GM200+ in the list then click Add/Remove.

Windows®95 Installation

1. Click the Start button in Windows®95.
2. Point to **Settings**, and then click **Control Panel**.
3. Double-click Add/Remove Programs then click Install.

Setting Up The Software

Run the GroupMaster 200+ software by:-

- In Windows®95 click the Start button, point to Programs and then select Gm200 (you may wish GroupMaster 200+ software to start automatically when your computer is switched on OR install a shortcut on your desktop; consult your Windows®95 documentation for details of how to do this)

GroupMaster 200+ Software Language and Mode

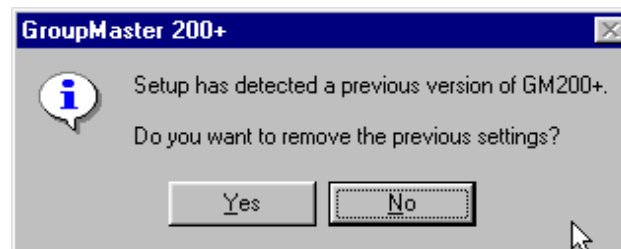
After the software is started for the first time you will be prompted for the Language and mode to use.



You can change the language or the software type, at a later date, from the **File** menu select **Settings** then select **Language** or **Software Type**.

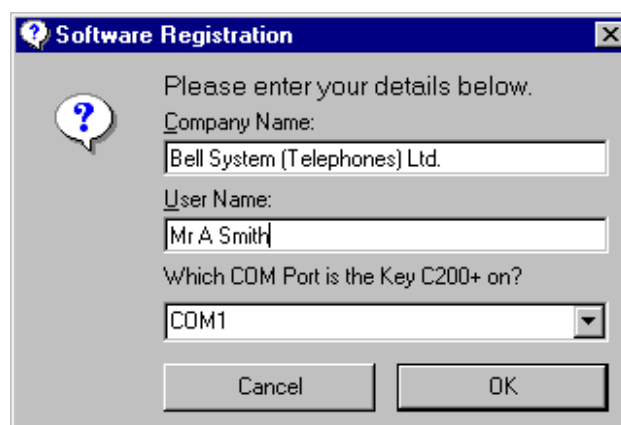
Software Upgrade

If a previous version of GroupMaster 200+ software has been detected on your computer you will be asked if you wish to remove all previous settings, normally you should answer no.



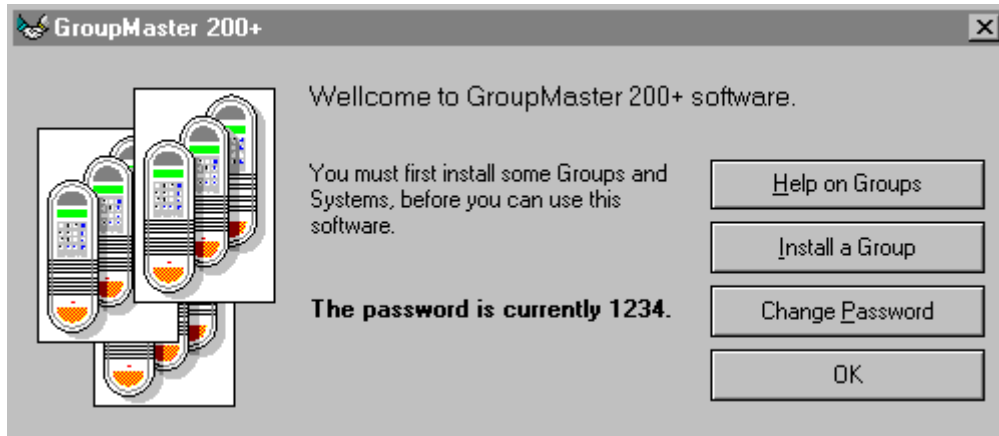
Software Registration

You will be asked to register the software. Type in your name and company in the boxes provided then select the COM port that your Key C200+ is installed on (or select Demo System if a Key C200+ is not available).



Wellcome

When the software is started for the first time there will be no Groups or Systems installed. The following dialogue appears.

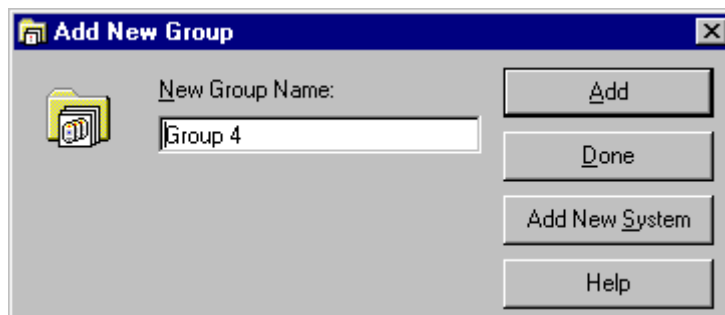


You must now install some groups and systems before using the software. Either use the 'Install a Group' button on the above dialogue or follow the procedure on 'Adding a New Group'.

Note. The password is initially set to 1234.

Adding A New Group

To install a new group, from the **File** menu select **New** then **Group**. The following dialogue will then appear:



New Group Name

This is the name used throughout the software to refer to this group. If possible use a name that describes this group.

e.g. Ground Floor, Queen Mary Wing, Night Group etc.

Done Button

Closes this dialogue.

Add Button

Installs the group into the GroupMaster 200+ software.

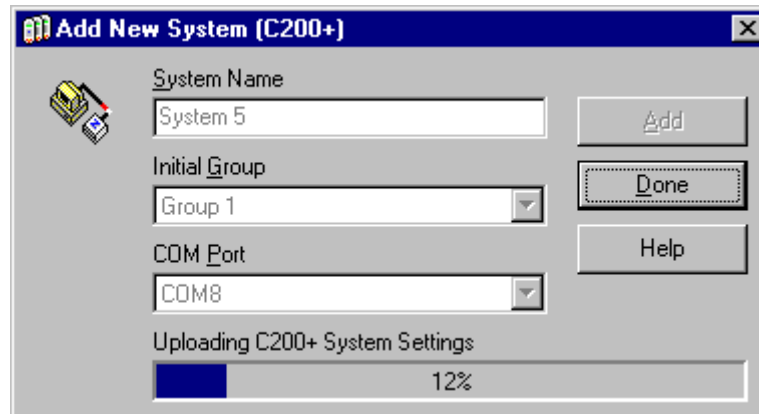
Add New System Button

Goes to the Add New System dialogue.

<i>In PageMaster 200+ mode only one Group can be installed.</i>

Adding A New System

To install a new system, from the **File** menu select **New** then **System**. The following dialogue will then appear:



System Name

This is the name used throughout the software to refer to this system. If possible use a name that describes this system.

e.g. Ground Floor, Queen Anne Ward etc.

Initial Group

This selection box lists all the groups currently installed. Select the group that the new system should start in.

COM Port Selection

This selection box lists all the currently available COM ports. Select the COM port which is connected to this system's C200+ controller.

Done Button

Closes this dialogue.

Add Button

Uploads the current settings of the C200+ connected on the selected COM port and installs the system into the GroupMaster 200+ software.

Note. To add a system to the GroupMaster 200+ software the C200+ controller must be present and operating at the time.

In PageMaster 200+ mode only one System can be installed.

Getting Help

The GroupMaster 200+ software provide an extensive online help system that can be accessed from the menu, by pressing **[F1]** or help button on many dialogues.

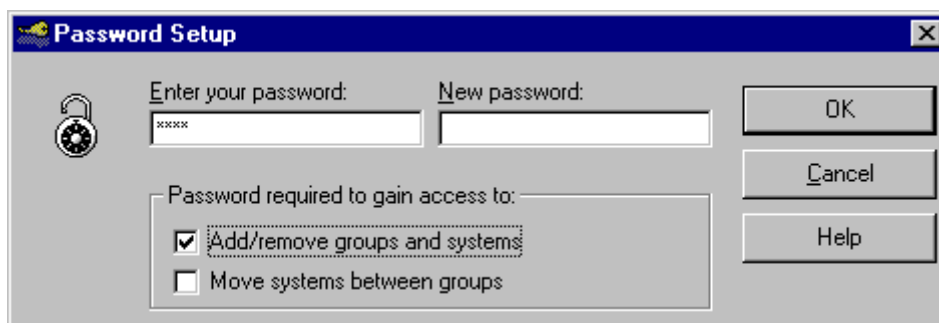
Context Sensitive Help

Context sensitive help gives you the most appropriate help topic simply by pressing **[F1]**.

Password Setup

A password may be required to gain access to many GroupMaster 200+ functions. The password setup dialogue allows for adding, removing and altering a password.

Select **File** on the main menu, then **Setting**, then **Password** and the following dialogue will appear.



Before you can change any password settings you must first enter the current password.

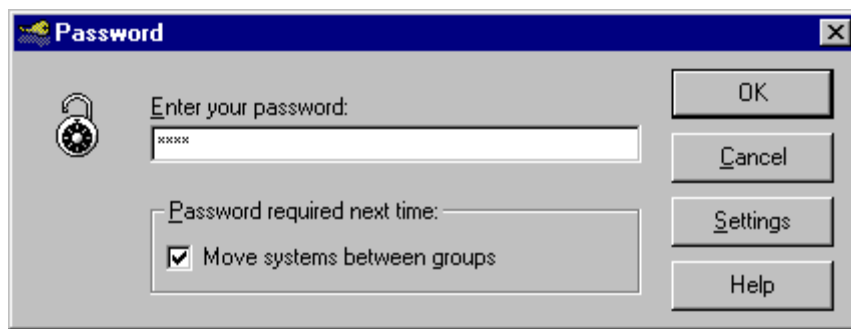
You may then enter a new password and select which functions are to be protected.

In the above example a password will be required to add and remove groups or systems. However, no password is required to move systems between groups.

Note. The password options will vary dependent upon which software modules are installed.

Password

For many functions within the GroupMaster 200+ software the password may be required.



Enter the password and then press OK or Enter.

Password Required Next Time

If you remove the tick in the 'Password required next time' box you will not be required to enter the password in the future. You can reinstate the password at a later date with Password Setting.

Note. Before you can turn off the password requirement you must have entered the password.

Installing Upgrade Modules

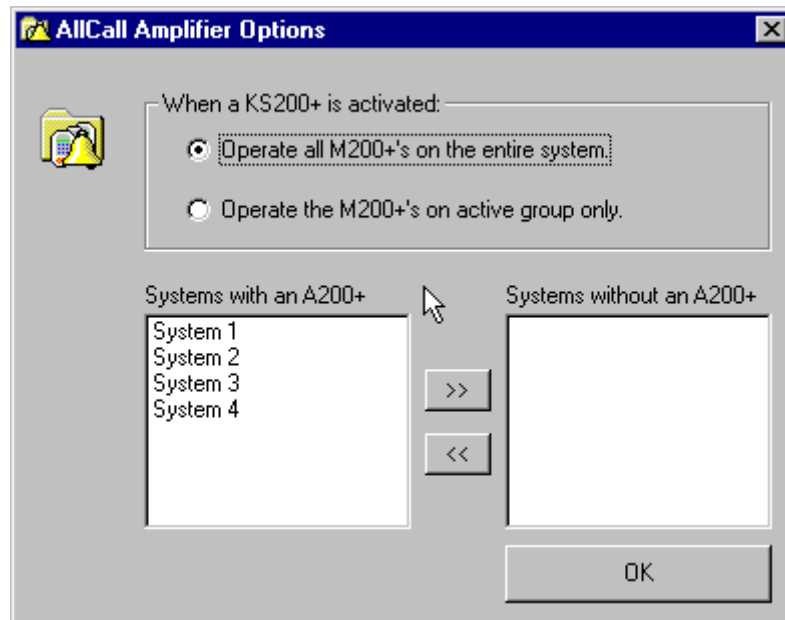
Additional software modules can be added, this may require set of upgrade disks, and an access code to enable the module.

Entering an Access Code

To enter an access code for a software module, select **File** on the main menu the **Settings** and then **Installed Modules**, finally select the check boxes for the modules you wish to install.

AllCall Amplifier Setup

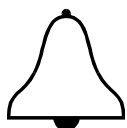
To access the AllCall amplifier setup dialogue, select **File**, then **Settings** and finally **AllCall Amplifier Options....** The following dialogue will appear:



AllCall Amplifier Components

A200+, This is the amplifier unit, generally each system will have an A200+ connected to it, (there are some exceptions, see the AllCall Amplifier Installation Manual)

KS200+, One or more KS200+ units can be connected to the A200+. The unit has two key switches and a microphone; one key switch will operate the emergency alarm, the other is used to make a general announcement with the microphone.



Operating this key switch will put the system into emergency alarm mode. M200+ room units will sound an alarm tone.



Operating this key switch will put the system into general announcement mode; the operator can make an announcement to M200+ room units.

GroupMaster Operation



This icon indicates that the system has an AllCall amplifier generating an emergency tone (or general announcement); the system cannot be moved.

When a KS200+ is activated on a system, the system can behave in one of two ways:

Operate all M200+'s on the entire system. With this option selected, all M200+'s will generate an emergency tone or general announcement regardless of system grouping, this selection should be used if the KS200+ is intended to be used for evacuation tones or emergency announcements, as no system regrouping is required before making the emergency call to all M200+'s.

Operate the M200+'s on active group only. With this option selected only M200+'s located in the same group as the calling KS200+ will generate an emergency tone or general announcement.

In this mode only one group can have an active KS200+ at any one time; this may require systems to be regrouped before an evacuation tone can be made.

Note Because of the nature of emergency calls, when the KS200+ is activated all calls are suspended.

Systems Without AllCall Amplifiers

If any system is not required to generate an emergency tone or a general announcement it can be disabled (reducing the need for AllCall Amplifiers).

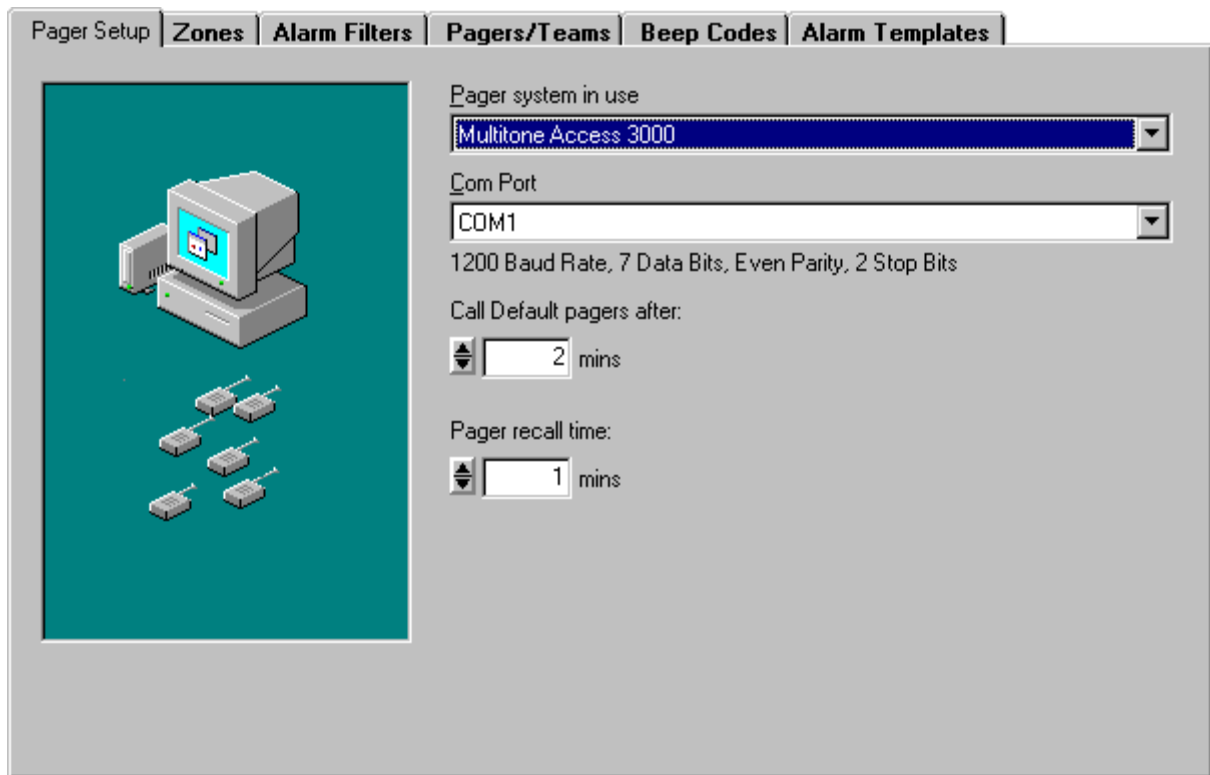
The Radio Pager System

To setup the radio pager system:

Follow the steps below:

- Ensure all of the C200+ controllers on the system have been correctly installed and setup.
 - **N.B.** To ensure that the GroupMaster 200+ software runs at optimum efficiency it is important that there are no redundant flat numbers programmed into the system. To check the flat numbers, select **File** then **Properties** then the system; on the dialogue that appears click the 'Flats' tab; all unused addresses should be blank. To correct any problems run the C200+ setup software.
 - Activate the radio pager software module (see page 24).
 - To access the radio pager setup dialogue, select **File**, then **Settings** and finally select **Radio Pager Setup**.
 - Select the type of radio pager system, using the 'Pager Setup Tab' (see page 28).
 - Define zones (a collection of M200+ room units), using the 'System Zones Tab' (see page 29).
 - Create alarm filters (a combination of zones and alarm types), using the 'Alarm Filters Tab' (see page 31).
 - Assign pagers to the alarm filters that you have created, using the 'Pagers/Teams Tab' (see page 33).
 - Specify the beep code and alarm message for each alarm type, using the 'Beep Codes Tab' and 'Alarm Templates Tab' (see pages 34, 35).
- Note.** The radio pager software module must be installed and activated to setup and use radio pagers.

'Radio Pager Setup' Tab



Pager Setup | Zones | Alarm Filters | Pagers/Teams | Beep Codes | Alarm Templates

Pager system in use
Multitone Access 3000

Com Port
COM1

1200 Baud Rate, 7 Data Bits, Even Parity, 2 Stop Bits

Call Default pagers after:
2 mins

Pager recall time:
1 mins

Pager system

Select the pager system in use, select from the list.

Com Port

To specify the Com port that your pager system is connected to, select from the list.

Call Default Pagers

Set the time before the default pagers are called , (if the call is left unanswered).

Recall Pagers

Set the time (in minutes) before a pager is recalled, (if the call is left unanswered).

e.g. If the default pager time is set to 4 minutes and the recall pagers time is set to 2 minutes. The associated pagers will trigger immediately and every 2 minutes

there after. The default pager will trigger after 4 minutes and every 4 minutes thereafter.

'System Zones' Tab

The screenshot shows the 'System Zones' tab in a software interface. At the top, there are five tabs: 'Pager Setup', 'System Zones', 'Alarm Filters', 'Pagers/Teams', and 'Beep Codes'. Below these, there are three sub-tabs: 'System 1', 'System 2', and 'System 3'. The 'System 1' sub-tab is active. The main area is divided into a grid of eight zones, each with a title bar and a list box. Zone 1 is titled 'Zone 1' and contains a list of units: 1, 2, 3. Zones 2 through 8 are titled 'Zone 2' through 'Zone 8' and are currently empty. Zone 9 is titled 'yu' and is empty. Zone 10 is empty. The bottom right corner of the dialog is a large grey area.

For each system (C200+) that has been installed into the GroupMaster 200+ software there will be a system tab. When the system tab is selected the dialogue will display a representation of eight zones; all of the available M200+ units will be listed (initially in zone 1).

The dialogue enables the system(s) to be subdivided into eight zones. A radio pager can subsequently be associated with one or more of these zones (as opposed to the whole system).

e.g. A single system with 20 M200+ units and two pagers. Pager 1 should activate when units 1 to 10 are in alarm and pager 2 when units 11 to 20.

Units 1 to 10 should be placed in zone 1 and units 11 to 20 in zone 2

Changing Zone Names

Move the mouse pointer over the current name and click, you can now change the name. Try to use meaningful names if possible e.g. Ward 1, Hall 2, Top Floor.

Moving M200+ units Between Zones

Highlight the M200+ units that you wish to move by clicking on them (use **[Ctrl]** or **[Shift]** to make multiple selections) . Click the  button or the right mouse button and then select the destination zone from the list.

'Alarm Filters' Tab

An alarm filter is a combination of zones qualified by alarm types.

E.G. West Wing - Floor 1 and East Wing - Floor 1, Urgent Help only.

(System 1 - Zone 1 and System 3 - Zone 1, Urgent Help only.)

An alarm filter should be defined for each combination of zones and alarm types which may be required to activate a radio pager(s).

Creating a New Alarm Filter

Click the New button and enter the new name. Try to use meaningful names if possible e.g. Urgent W1 & E1

The 'Excluded Zones' list will now contain all of the zones that have been previously defined.

Highlight the zone(s) which are required for this alarm filter and click the Add button to transfer them to the 'Included Zones' list.

To qualify the alarm filter use the 'Alarm Type' check boxes as required.

Editing an Existing Alarm Filter

Select the alarm filter to edit by selecting it from the 'Alarm Filter Name List' then change the details on the screen.

'Pagers/Teams' Tab

Pager Setup **System Zones** **Alarm Filters** **Pagers/Teams** **Beep Codes**

Pagers and Teams

Scarlett
Dominic
Oliver
James
Hannah

Add New Pager
Edit Pager
Delete Pager

Summary of Selected Pager

Pager Name: Scarlett User Status: No details available.
Pager Address: 12 Display Type: No details available.
Alarm Filter: Top Transfer to Pager: No details available.
Pager Type: Team (Normal)

This tab allows you to enter/view details of available radio pagers.

Adding A New Radio Pager

- Click the Add Button
- Enter the new pager details:
- Name (e.g. Joe Bloggs),
- Pager address (number),
- Alarm filter that will trigger this pager,
- Specify if the radio pager is a single user or team address.
- Specify whether this pager is to be a default pager.

View Pager Details

Highlight the pager in the 'Pagers and Teams' list to view its details.

Note. Details vary dependant upon the pager system in use.

'Beep Codes' Tab

Alarm Type	Beep Code
Urgent Help	Continuous Beeps
Smoke Alarm	Continuous Beeps
Auxiliary (Jack) Alarm	Long Beep
Remote Alarm	Long Beep
Bathroom Alarm	Long Beep
Bedroom Alarm	Slow Beep
Remote Alarm 2	Slow Beep
Pull-cord Alarm	Double Beep
Call Button Alarm	Double Beep

Use this tab to set up the beep codes for each alarm type (the beep code list will vary depending on the type of pager system in use).

Note. Its is advisable to choose only 2 or 3 different beep codes to avoid operator confusion.

'Alarm Templates' Tab

Alarm Type	Alarm Template	
Urgent Help	URG XXXX	8 Characters
Smoke Alarm	FIR XXXX	8 Characters
Auxillary (Jack) Alarm	AUX XXXX	8 Characters
Remote Alarm	REM XXXX	8 Characters
Bathroom Alarm	BTH XXXX	8 Characters
Bedroom Alarm	BED XXXX	8 Characters
Remote Alarm 2	RM2 XXXX	8 Characters
Pull-cord Alarm	ALM XXXX	8 Characters
Call Button Alarm	ALM XXXX	8 Characters

Use this tab to set up the message for each alarm type. The XXXX represents the flat number and cannot be deleted it can however be moved to the beginning of the message. Message can be up to 16 characters in length.

Note. It is advisable to use messages similar to the messages used by the M200+ system.

Basic Operation

Overview of Demo Systems

In many instances it may be beneficial to install demo system initially so that a complete understanding of the software and its operation can be gained prior to setting up the system. Demo systems are also used for training, and for sales purposes.

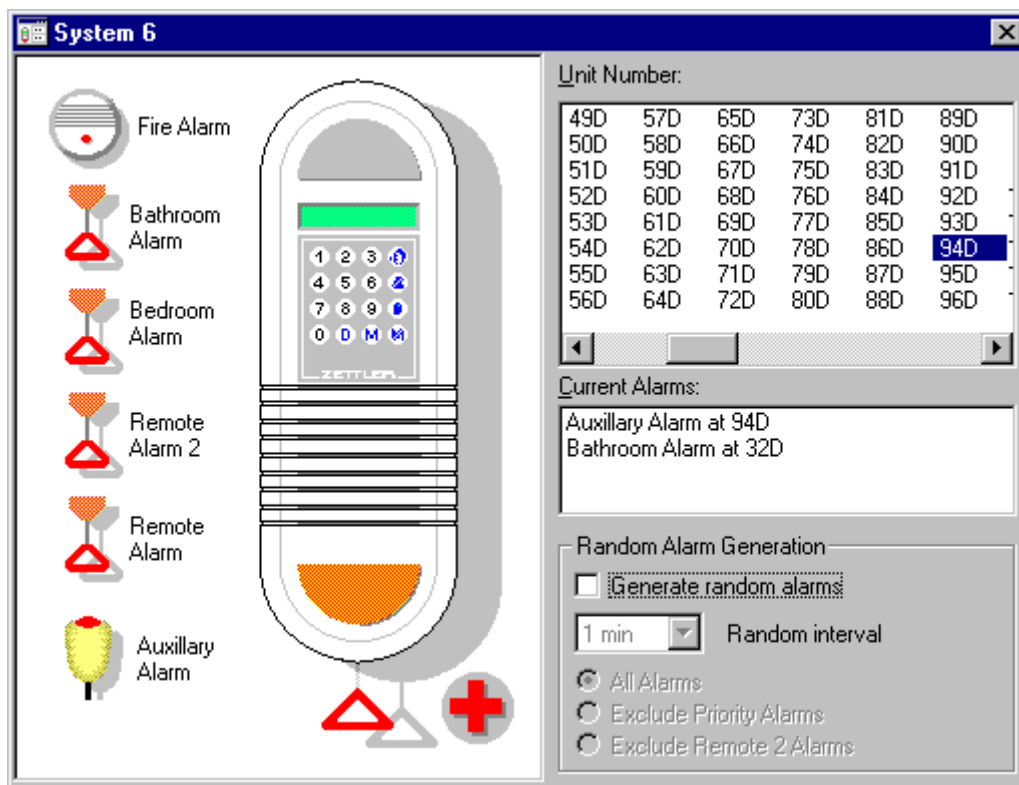
Because of the powerful nature of demo systems (they can place alarm calls on the system) a limit of 30 minutes has been imposed, after which the software shuts down. A Key C200+ controller is not required for a demo system.

To turn demo systems on/off, from the **File** menu select **Settings** and then **Demo Systems**. The GroupMaster 200+ software will then have to be restarted for this change to take effect.

Note. To turn demo systems off you will first have to delete all demo systems.

Accessing Demo Alarm Generator

To view the demo system dialogue select **View** from the main menu, then **View Alarm Generator**, and finally the system to view. The following dialogue will then appear.



Generating an Alarm

Select the unit number from the list box for the alarm required then press one of the alarm buttons on the room unit graphic. Repeat as required (up to a maximum of 4 standard alarms and 2 priority alarms).

Cancelling an Alarm

- Highlight the alarm in the current alarms list box and press [Delete].

OR

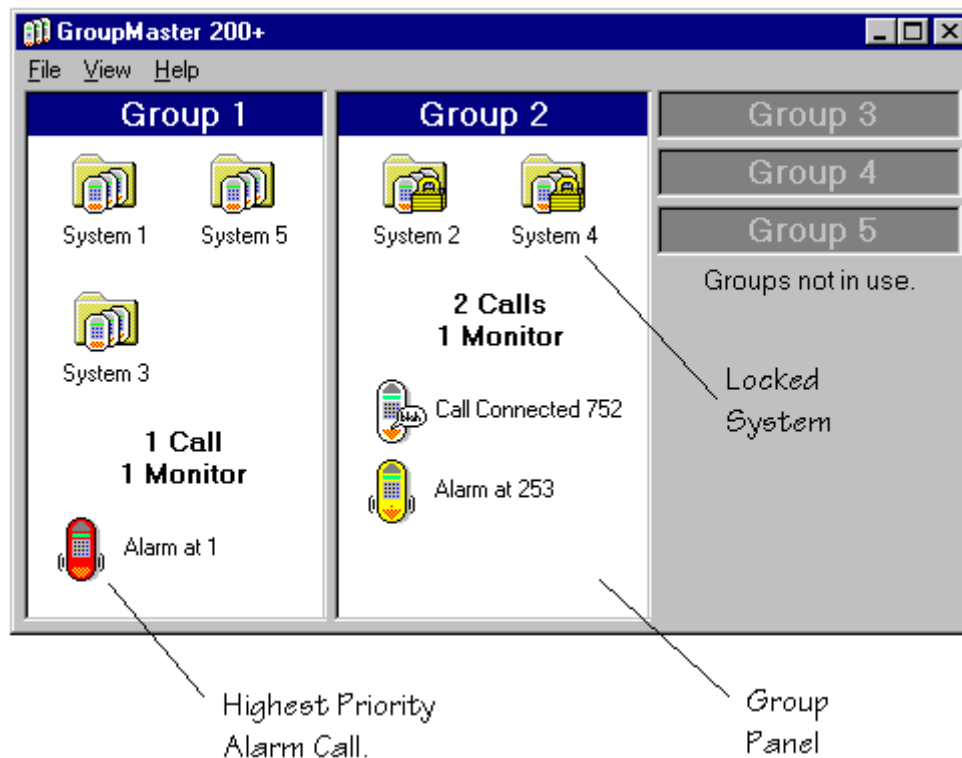
- Connect and cancel on a Master room unit.

Generating Random Alarms

To generate a series of alarms automatically and with random addresses/types. Click the option box to enable random alarms then select the time period and alarm filters as required.

The Multi-Group Window

The multi-group window is an overview of the entire system.



Multi-Group Window

The multi-group window is divided into group panels. The layout and appearance of this window is dependent upon GroupMaster 200+ settings.

In the example above there are five groups. Three groups contain no systems (and are shown minimized on the right).

The remaining two groups:-

Group 1 contains three systems, with one alarm call and one monitor station.

Group 2 contains two systems, with 2 alarm calls (one of which is connected) and one monitor station.

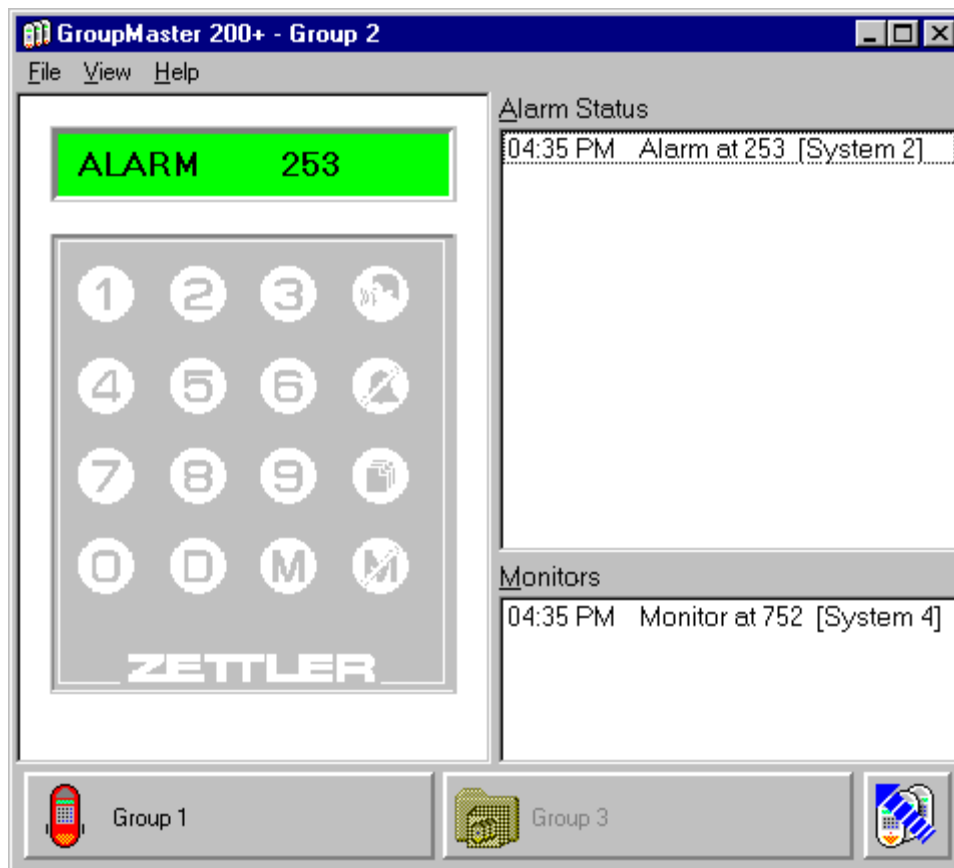
In PageMaster 200+ mode only one Group and one System will be seen.

Moving to the Single Group Windows

There are a number of ways of moving from the multi-group window to a single group window.

- Click the title bar in the group panel of the group you wish to view.
- From the View menu select View Single Group and select the group to view
- Double click an alarm/call in the group to view

The Single Group Window



The single group window is divided into four areas.

M200+ Emulation

On the left is a representation of the M200+ keypad and LCD display. The LCD display shows the group status in the same manner as a Monitor M200+ unit.

Alarm Status List

A list of all the alarms and calls in this group.

Monitor List

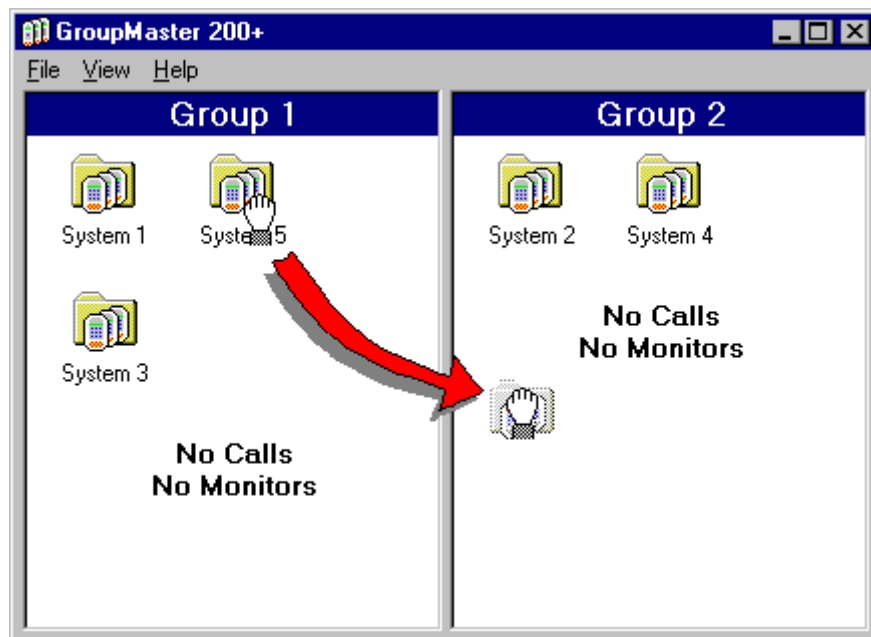
A list of all monitor stations in this group.

Button Bar

At the bottom of the window is a group button bar allowing fast access to all other groups. The button on the right returns to the multi-group window.

Note. You can alter the format of the information displayed in the alarm and monitor lists. Try the **Screen Font Size** (under the **File** Menu) and **System Name, 24 Hour Clock** (under the **View** menu).

Moving Systems Between Groups



To Move a System between Groups

1. Move the mouse pointer over the system to be moved (the mouse icon changes from an arrow to a hand).
2. Press and hold the left mouse button.
3. Drag the system onto the target group panel and release the left mouse button.

You may then be required to enter a password dependent upon GroupMaster 200+ options and asked to confirm the move.

The system will then relocate to the target group moving any alarms and monitor stations as well.



Indicates a locked system that cannot be moved (normally due to a connected call).

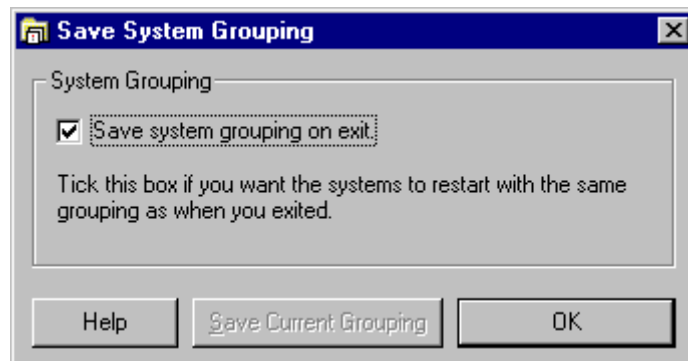
In PageMaster 200+ mode Systems cannot be moved between groups.

Saving System Grouping

The GroupMaster 200+ software provides two settings for how the system should treat system grouping when the software is restarted:

1. Save the system grouping on exit (the exit system grouping will be the start up grouping)
2. Fixed grouping (the system grouping will start as defined when the systems were initially added or the last save of current grouping).

To access the save system grouping dialogue select **File** on the main menu, then **Setting**, then **Save System Groupings** and the following dialogue will appear.



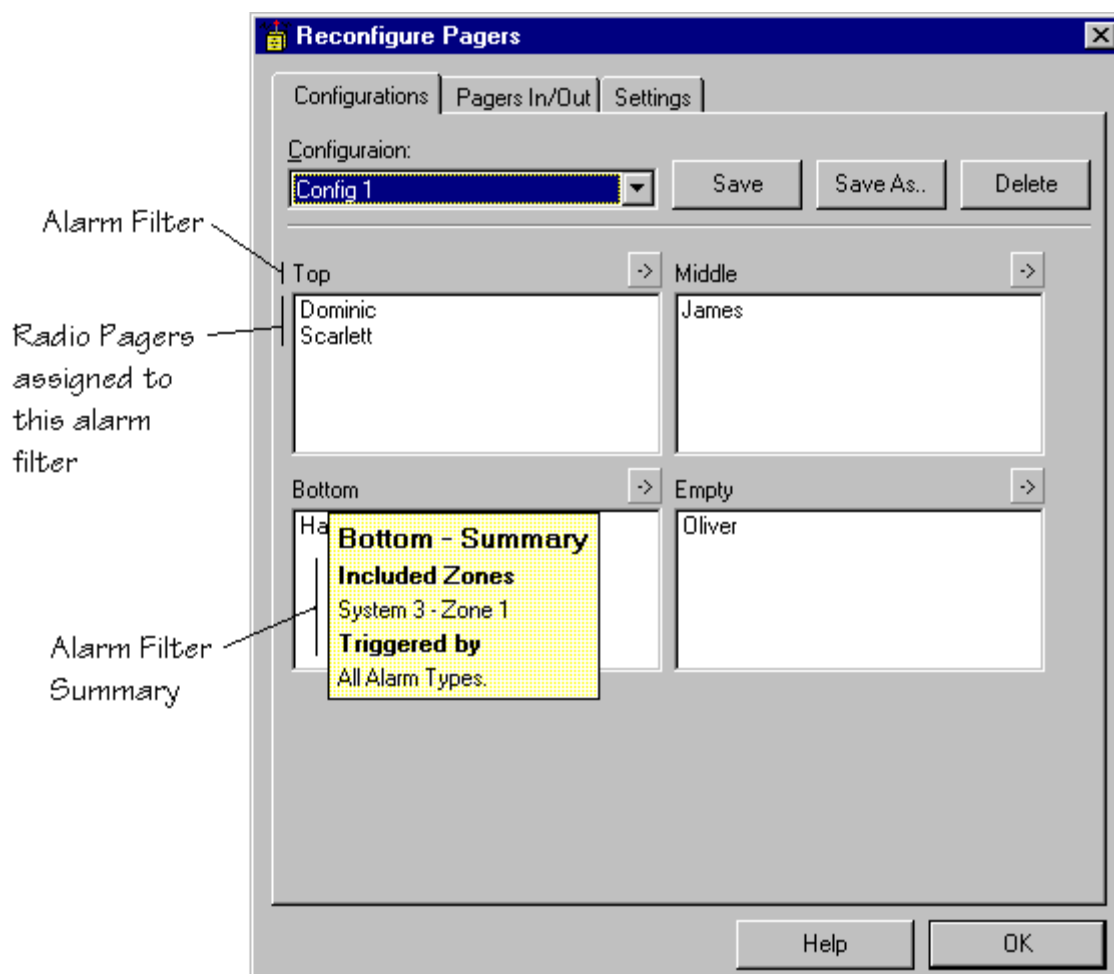
The system grouping can be saved when the software is shut down (as above). This means that when GroupMaster 200+ is restarted the systems will start in the same groups.

If, however, save system grouping on exit is not ticked the systems will start in the groups defined by the last 'Save Current Groupings' save.

Not available in PageMaster 200+ mode.

Changing Radio Pager Assignments

Radio pagers are easily reconfigured to trigger from a different set of M200+ units (alarm filter). From the **View** Menu select **View Radio Pager Configuration**. The following dialogue will then appear.



For each alarm filter that has been defined for your system a list of associated radio pagers will be displayed. In the above example there are four filters (if there are more than six alarm filters a scroll bar will appear).

Pager configurations make it easy to swap between a number of radio pager assignments (for day and night time use etc.) and also to temporarily reassign a radio pager.

Reassigning a Radio Pager to a Different Alarm Filter

Highlight the radio pager(s) that you want to reassign (use **[Ctrl]** or **[Shift]** to make multiple selections) and then click on the  button or press the right mouse button. Select the new alarm filter from the list that appears; the pager(s) will then be sent to the new alarm filter.

Alarm Filter Summary

Each of the alarm filters listed also has an alarm filter summary, click on the  button or press the right mouse button, from the list that appears select '**Filter Summary**'

Saving Radio Pager Configurations

After the radio pagers have been setup using the above dialogue you may save this configuration by pressing the [Save] or [Save As] button. Choose a meaningful name for this configuration e.g. Day Shift.

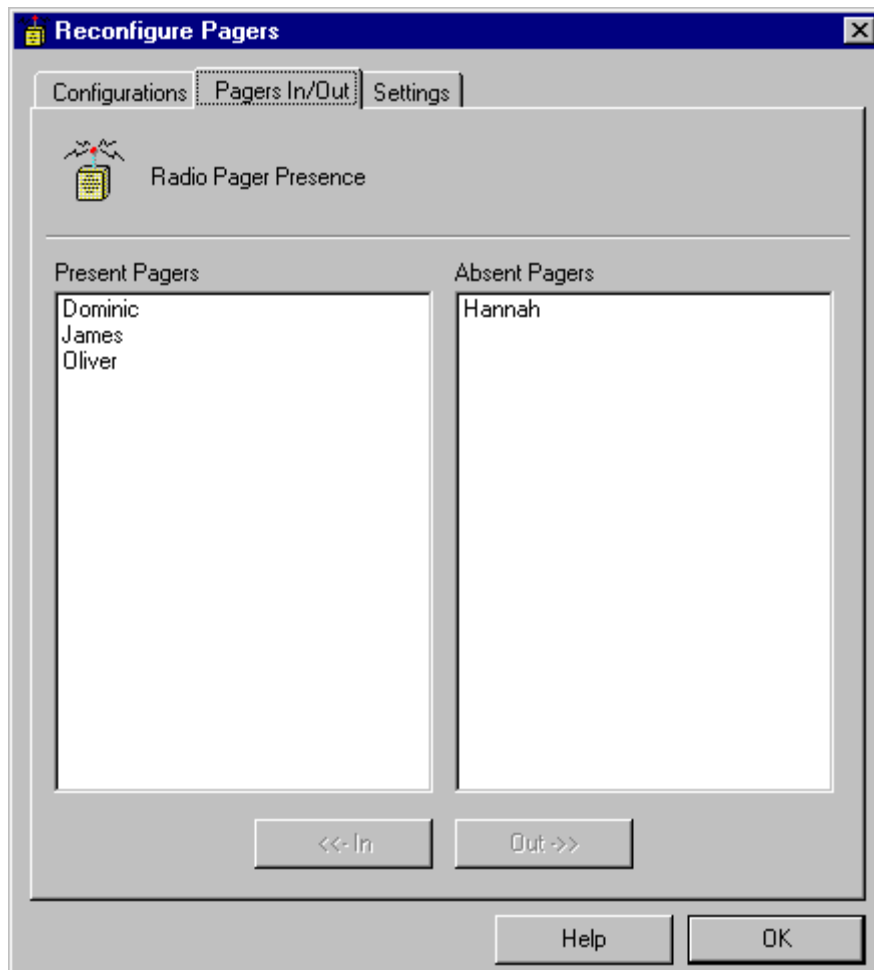
Recalling Radio Pager Configurations

Select the configuration required from the 'Configuration' list. Press OK to close the dialogue

Booking Radio Pagers In and Out

Radio pagers can be booked 'In' to inform the GroupMaster 200+ software that the pager is in use; OR booked 'Out' when the member of staff (who owns the pager) is unavailable. From the **View** Menu select **View Radio Pager Configuration** finally click the 'Pagers In/Out' tab.

Not all pager systems support this feature.



To book pager in or out select the required pager(s) then press [<< - In] or [Out - >>] (use **[Ctrl]** or **[Shift]** to make multiple selections).

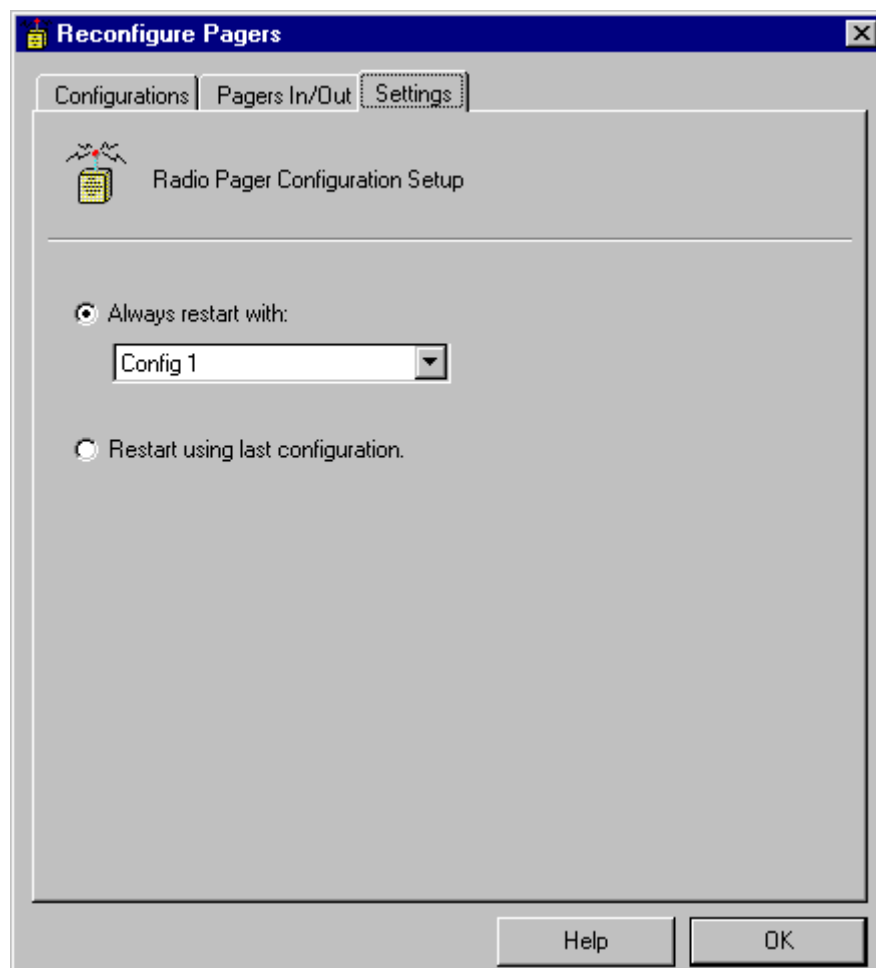
Note. Radio pagers in the 'absent pagers' list, labeled [On Charge], are currently being charged and cannot be booked in.

Radio Pager Restart Options

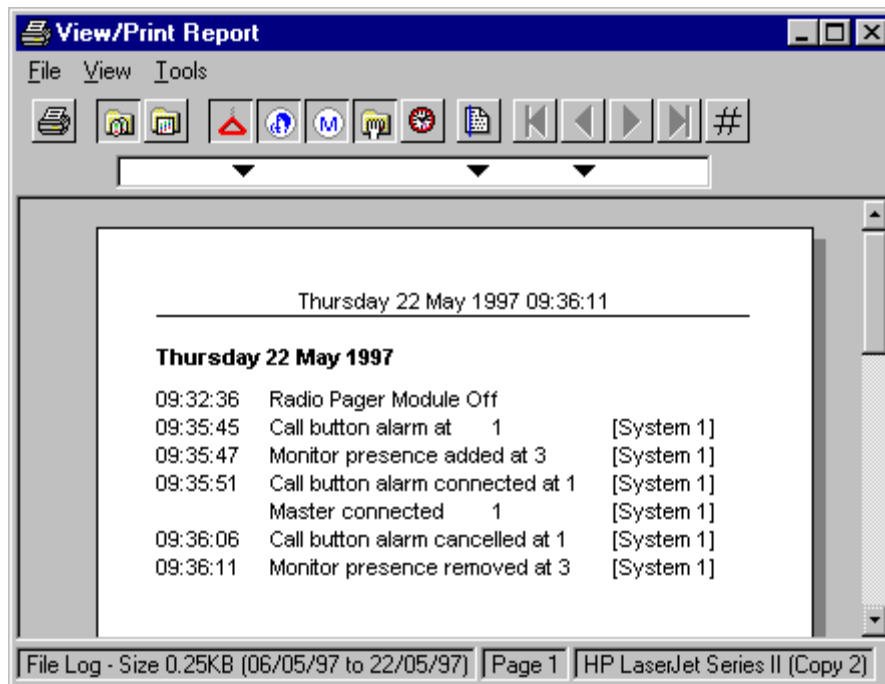
When GroupMaster 200+ software is started, the radio pagers can be configured in one of two ways:

- Always with the same configuration. Select the 'Always restart with:' option and then choose from the list.
- Restart with the last configuration used. Select the 'Restart using last configuration:' option.

From the **View** menu select **View Radio Pager Configuration** finally click the 'Settings' tab.



Printer/File Logging



Before the printer/file logging options can be used the software module must be activated (see page 24).

File Logging

While the printer/file log is enabled all events are written to a file (GM2Event.Log) this information can be selectively viewed or printed as required.

Viewing and Printing a Report

Within the multi-group window select from the **View** menu, **View/Print Report** (a password may be required).

The 'view/print report' window will appear; this can be used to view data from three sources:

Current Log This is the file into which all events are initially stored.

From the **View** menu select **Current Log**.

Archive Log An archive file contains old events that have previously been transferred from the current log.

From the **View** menu select **Archive Log**, finally select the archive file required (see page 53).

Real Time Log This is a view of an incomplete page of the events which have not yet been printed.

From the **View** menu select **Real Time Log**. (This option is only available if 'Real Time Printing' is on)

Report Layout

To select the criteria for the report (types of events, date range etc.) use the Filter ToolBox (see page 50).

To setup headers, footers, font and margins use the Page Layout Toolbox (see page 51).

Tabs are set using the 'tab strip' (located below the button bar). The tabs may be dragged into the required position.

Print/Print Setup

Use the Print setup option (**File** menu) to select the printer, paper size and paper orientation.

Use the Print option (**File** menu) to print a report.

Note. Page layout and printer settings are stored separately for report creation and for real time printing.

Real Time Printing

Real Time Printing records events as they occur to produce a hard copy. A full page of events are collected before being printed.

To enabled/disabled Real Time Printing from the multi-group window; select **Real Time Printing** from the **File** menu (a password may be required).

Viewing/Printing Incomplete Pages

From the multi-group window select **View**, then select **View/Print Report** (a password may be required); the 'view/print report' window will then appear.

From the **View** menu select **Real Time Log**

Page Layout

Set the view/print report window to 'Real Time Log' (From the **View** menu select **Real Time Log**)

To select the criteria for the report (types of events) use the Filter ToolBox (see page 50).

To setup headers, footers, font and margins use the Page Layout Toolbox (see page 51).

Tabs can be set using the 'tab strip' (located below the button bar). The tabs may be dragged into the required position.

Printer Setup

Set the view/print report window to 'Real Time Log' (From the **View** menu select **Real Time Log**)

Select the printer, paper size and paper orientation from the print setup dialogue (**File** menu, Print Setup).

Note. Page layout and printer settings are stored separately for real time printing and for report creation.

Filter Toolbox



The 'Filter Toolbox' is used to select which events are to be include in a report. To access the 'Filter Toolbox'; from the Tools menu select Filter, or use the  button on the button bar.

'Dates' Tab

Select the start and end dates of events to include in the report (Default - all dates).

'Groups & Systems' Tab

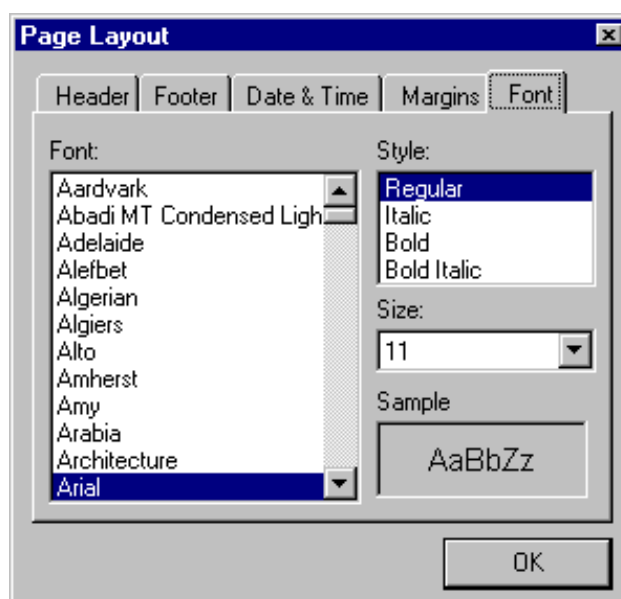
Only events from highlighted Groups and Systems will be included in the report (use **[Ctrl]** or **[Shift]** to make multiple selections).

'Events' Tab

Tick the option boxes for the event types required in the report. These functions are duplicated on the button bar.

Note. The 'Dates' and 'Group & Systems' tabs are not available if the 'Real Time Log' view is selected.

Page Layout Toolbox



To access the 'Page Layout Toolbox'; from the Tools menu select **Page Layout**, or use the  button on the button bar.

'Header' and 'Footer' Tabs

These two tabs are used to define the header and footer information to use on each page of a report. Type the text required for the left, centre and right position on the header or footer.

Three special codes are available:

&p Page number.

e.g. 'Page &p' would produce 'Page 1, Page 2, ...'

&d Date (format as defined on the 'Date and Time' tab)

&t Time (format as defined on the 'Date and Time' tab)

'Date and Time' Tab

This tab is used to select the format in which the time and date is printed on a report.

There are several pre-defined formats available or a user defined format can be created (see on line help).

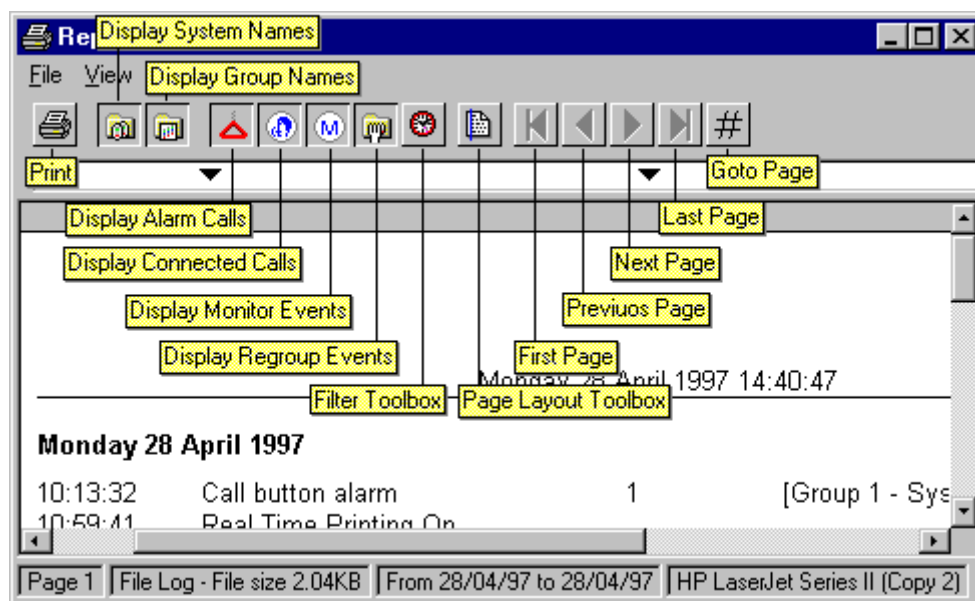
'Margins' Tab

Use this tab to set the margins for the page measured in mm; all four margins are identical.

'Font' Tab

Use the 'Font' tab to select the text font, font size and font style for a report.

The Button Bar



Archiving Data

While the 'Printer/File Logging' software module is activated all events are automatically stored to a file. After a period of time, depending on the level of system activity, this file may become unmanageable in size. To maintain the performance of report printing we recommend that old events are archived regularly (these can still be accessed later if required).

To archive events; from the **File** menu select **Create Archive**; select the date range of events to be archived (this will always start with the earliest event); finally select a file name for the archive file.

Note. Like all data files it is advisable to backup any archive files and the file log (GM2Event.Log) at regular intervals.

Icons And Their Meaning



This is the basic system icon. This system can be regrouped.



This is a locked system icon indicating that a call is currently connected. The system cannot be regrouped until the call has finished.



This system has an AllCall amplifier generating an emergency tone (or general announcement). The system cannot be moved.



This system is currently under control of a D200+ (auto dialler) and all calls within this group will be routed to the central control station.



This is an unavailable system. The system has ceased communicating with the GroupMaster 200+ software.



This is a system in test mode.



This is a Demo system used for training and sales.



This is an M200+ unit with an alarm call.



This is a connected M200+ unit (Speech is active).



This is a connected M200+ unit in privacy mode, the resident has pressed the grey privacy button.